

MAVEA Maine Learning Results/Curriculum Integration Project
Student Information System (SIS) – Instructor Help Manual

Edit Student Performance - Button C

- ◆ Select Student.
- ◆ There are 2 Tabs near the top of the screen – Tasks and MLRs. Click on the Tab you want.
- ◆ Tasks (or MLRs) that already have a performance level recorded (for student selected) will appear.

Note: You can either edit the performance rating already assigned to a task for a student or you can reselect the task and assign a different rating for the same task. Both ratings will have the date data was entered. If you want to keep this kind of record, both ratings will show up on a student task report for that student. If you only want to keep a record of the latest performance rating, then edit existing task date rather than reselecting the task.

- ◆ To record performance on a new task, click the grey arrow at the right side of the first empty record. A list of Duties and Tasks will appear. The list is sorted by Duty area → scroll and select the task for which you want to record performance.
- ◆ DateAchvd fills automatically with today's date. To change it, highlight it and type in the date you want. You can copy and paste the date into subsequent records.

Course: Hospitality Record Student Task Performance

Student: Daysend, Vaughn A.-9

TASKS MLR's

TASKS Preview Student Task Work Sheet Report

Select Task for Performance Record: *Duty and *Perf Criteria are Listed for Selected Task

Task: 2-Displays a positive attitude. *Duty: Professional Attributes

DateAchvd 08/27/2001 PerfLevel 2: Moderately skilled, can work with limit Edit Performance Notes

Task: 1-Displays high standards for attendance and punctuality. *Duty: Professional Attributes

Task: 2-Displays a positive attitude. *Duty: Professional Attributes

Task: 3-Displays appropriate behavior. *Duty: Professional Attributes

Task: 4-Works effectively as a team member. *Duty: Professional Attributes

Task: 5-Meets customer needs. *Duty: Professional Attributes

Task: 6-Self-assesses performance. *Duty: Professional Attributes

Task: 7-Demonstrates career exploration and planning skills. *Duty: Professional Attributes

Task: 1-Applies listening skills. *Duty: Communications

Task: 2-Applies speaking skills. *Duty: Communications

Task: 3-Applies reading skills. *Duty: Communications

Screen at Button C

Right Click on gray arrow to delete task from student record.

Click here to activate pull down menu of Tasks and Duties

- ◆ To add/edit or delete tasks and MLR that have a performance level assigned from the Selected Student's record: Right Click gray arrow at leftside of the task you want to delete, select cut and when prompt comes "Are you Sure?" click yes.